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15 January 1969

MEMORANDUM FOR: Chief, Placement Division

SUBJECT : Memorandum from the Director of Personnel dated
6 December, Subject: A Look at Ourselves

1. The Applicant Selection Branch works very closely with the Employee Assignment Branch as the functions require, and at times ASB Processing Assistants are temporarily under the jurisdiction of an EAB officer during EOD processing. In spite of this unusual situation of merging activities, there is very little misunderstanding because lines of responsibility are clearly defined. It is only when such lines are ignored that problems may arise.

2. It is the constant responsibility of ASB to ensure that the policies and procedures of the Office of Personnel are strictly adhered to in the processing of applicants. In doing this, we are frequently facing problems that automatically question if the procedures as they exist are the most efficient or can they be improved. I consider this to be a part of our day-to-day thinking and we often do make changes to increase efficiency. However, nothing is perfect or static and there will always be room for more improvement.

3. For one thing, it is my intention to write a series of ASB procedures covering every part of applicant processing and the policies and problems concerned. We do have job descriptions, but much information is passed on verbally and we depend upon experienced people with good memories. For instance, there is nothing in writing on how to process conversion from contract to staff, employees returning from military service, how to prepay invitee travel, policy on Peace Corps applicants, A&E testing procedures, etc.

4. At this time, I do not have many constructive suggestions, but I do raise the following questions:

1. Why is invitee clearance by OMS required? The applicant does not have to fill in the medical form at time of application, and if he does I have yet to see an OMS disqualification based upon information in this form. This requirement delays the invitee process.
2. Why can't we simply recommend or not recommend approval of a request for within-grade hiring exception instead of paraphrasing and summarizing the original memo?

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5. ASB has constant dealings with Correspondence Branch. As with EAB, we mutually adjust to problems and new situations, but I have no suggested changes at this time. The Chief of Correspondence Branch does have some suggestions and they are attached.

Chief, Applicant Selection Branch

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